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CONFIDENTIAL

Advisor for Management

25 September 1951

Chief, Classification and Wage Division

Request for Table of Organization Revision - OSO

25X1

Reference is made to the OSO-IID Table of Organization, dated 5 July 1951.

Based on classification review and in accordance with verbal concurrence received from OSO this date, it is requested that the following changes be made:

Mail Section

Change title and grade of Pouch Clerk (Receiving) GS-3 to Senior ~~Pouch~~ Clerk (Pouch) ~~(Receiving)~~ GS-4.

Numbering Section

Change title and grade of Clerk (Sorting) GS-3 to ~~Senior~~ Clerk (Sorting) GS-4.

Typing Section

Change title and grade of Clerk-Typist GS-3 to ~~Senior~~ Clerk (Typing) GS-4.

Service Section

Change title and grade of Index Clerk GS-3 to ~~Index~~ Clerk (Review) GS-4.

Archives Section

Change title and grade of Archives Clerk GS-3 to (Archives) Clerk (Review) GS-4.

Change title and grade of Archives Clerk GS-3 to ~~Control and Service~~ Clerk GS-4. (Searching)

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 33 NO CHANGE
IN CLASS/ (DECLASS/ (CLASS CHANGED TO: TS S ☒ RET. JUST 22
NEXT REV DATE 1/1/59 REV DATE 22/5/79 REVIEWER TYPE DOC 3
NO. PGS 4 CREATION DATE _____ ORG COMP 32 OPT 32 ORG CLASS 3
REV CLASS 2 REV COORD. _____ AUTH: HR 70-3

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